



**AMERICAN CONSULATE GENERAL, HYDERABAD, INDIA**

**VACANCY ANNOUNCEMENT NUMBER: HYD-09-13**

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Financial Assistant** in the Management Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

Only applicants who are selected for the interview will be contacted

**OPEN TO:** All interested candidates.

**POSITION:** Financial Assistant; FSN-401-08  
HYA-530001, (Personal Services Agreement)

**OPENING DATE:** December 02, 2009.

**CLOSING DATE:** December 16, 2009.

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-5

Ordinarily Resident: Grade: FSN-08\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Serves as the Principal advisor to Management Officer and/or Consul General on post budget and fiscal matters.
- Administers and supervises overall financial operations at post including budgeting, funds control, allotment accounting, vouchering and voucher examining, financial reporting.
- Prepares and estimates post annual budget relating to Basic Program, ICASS, OBO, travel, utilities, contracts, gasoline, does all the financial reporting on behalf of the post. Acts as a liaison between post and Embassy on all financial matters.
- Obligates, maintains and closely controls MODS and monitors the allotment of funds under various categories across agencies. Ensures that obligations and liquidation are in conformity with regulations and within allotment limits.
- Keeps track of liquidation of recurring nature of purchase orders. Checks for approval, receiving certification, and where necessary, obtain the same.

## **QUALIFICATIONS REQUIRED**

- College degree in Commerce with Accountancy is essential.
- Must have at least 5 years experience as an Accountant or in a managerial position having handled accounts, finance and banking.
- Must have Good Working Knowledge in English, Hindi and Telugu.
- Must have Knowledge of Book-keeping, accountancy principles, procedures and practices and banking procedures.
- Typing level I, operation of calculators, knowledge of spreadsheet, database operations and an aptitude for figure work is required.

## **SELECTION PROCESS**

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **TO APPLY**

1. **Application for Employment**, Form HR-01 available on website [http://hyderabad.usconsulate.gov/job\\_opportunities.html](http://hyderabad.usconsulate.gov/job_opportunities.html)
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

#### **SUBMIT APPLICATION TO**

U. S. Consulate General,  
Human Resources Office  
1-8-323, Paigah Palace, Chiran Fort lane,  
Begumpet, Secunderabad - 500003.  
FAX: 4033-8301  
or  
E-mail: [Hyderabadvacancies@State.gov](mailto:Hyderabadvacancies@State.gov)

Please insert "**HYD-09-13**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

## DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **December 16, 2009**.

Cleared by: MGT - WBoyle  
Approved by: HRO - CManley

**AN EQUAL OPPORTUNITY EMPLOYER**